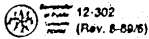


M E M O R A N D U M

DATE: February 15, 2000
TO: CCCCDC Faculty & Staff
FROM: Ralph G. Hall
RE: TEXAS HOTEL OCCUPANCY TAX

When checking into a hotel or motel (within the State of Texas only), as part of official college business, please present a copy of the Texas Hotel Occupancy Tax Exemption Certificate and ask to be exempt from paying the Texas hotel occupancy tax. The Texas hotel occupancy tax is 6%. This form will not exempt the district from any local or county hotel occupancy taxes.

Additional copies of this form are being sent to the offices of the vice presidents and deans. Therefore, you may obtain additional copies as necessary.



TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid.

Check exemption claimed:

- Federal or Texas government agency or agency employee or diplomatic personnel (state, city and county tax exemption)
 Religious, charitable or educational organization or employee (state tax exemption only)

Name of exempt organization COLLIN COUNTY COMMUNITY COLLEGE DISTRICT	Organization exempt status (Religious, charitable, educational, governmental) Educational Institution
Address of exempt organization (Street and number, city, state, ZIP code) 4800 Preston Park Blvd, Plano, TX 75093, 2800 E. Spring Creek Hwy, Plano, TX 75074, 2200 W. University, McKinney, TX 75070, 9700 Wade Blvd, Frisco, TX 75034	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">sign here</div> <div style="border-bottom: 1px solid black; flex-grow: 1;"></div> </div>	<div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; flex-grow: 1;"></div> <div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 0 5px;">Date</div> </div>
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FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel			
Address of hotel/motel (Street and number, city, state, ZIP code)			
Method of payment (Cash, personal check or credit card, organization check or credit card, direct billing, other)			
Room rate	Local tax	Exempt state tax	Amount paid by guest